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Cc: Finley, Jeanine[finley.jeanine@epa.gov]; Minter, Marsha[Minter.Marsha@epa.gov]
From: Reynnells, Louise
Sent: Tue 2/7/2017 3:24:26 PM
Subject: RE: Informational Session/Training for EJ IWG Max.gov Site

Hugh,

Thank you for your invitation to learn about this system and making yourself available to assist us in getting up-to-speed.

I have some questions before I can determine a day for the training

- How much time would we be scheduling for this initial meeting to learn about the system?
- I am in Maryland, so I will need to take Metro into DC, what Metro line and stop do I take?

Thank you for setting this up. Let me know about the questions above and I'll provide you with some dates to choose from.

Sincerely,

Louise

Mary Louise Reynnells

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From: Hughes-Baldwin, Grant [mailto:hughes-baldwin.grant@epa.gov]

Sent: Tuesday, February 07, 2017 10:11 AM

To: Reynnells, Louise; Cynthia.Ferguson@usdoj.gov; cheryl_kelly@ios.doi.gov; Freeman, Denise; Buzzelle, Stanley

Cc: Finley, Jeanine; Minter, Marsha

Subject: Informational Session/Training for EJ IWG Max.gov Site

Hello,

If you are receiving this email, your name has been put forward as the future administrator for your EJ Interagency Working Group Committee's portion of the new Max.gov site. My name is Grant, and I have been working in OEJ to develop this online collaborative space. I would like to offer to set up a time (or two) to meet with you to show you how the site works and answer any questions you may have.

I have put together and attached here three documents that you can use as resources when using and managing the site space. Firstly, there is a *User Guide*, which is intended to assist your other committee members in accessing and navigating the site. Secondly, there is an *Administrator Guide*, intended to assist you in managing the space. And finally, there is an *Administrator Addendum*, which describes additional information intended for the admins, and is compiled in a Q&A format.

I think it would be important to review these documents before we meet – that way, I can answer specific questions you may have about the webpage and its functions. I am in the office on Tuesdays and Thursdays only; however, I often have great flexibility during those days. Ideally, I believe it would be best if we could meet in person, but if that is not an option, we could work to set up a remote conference session as well. I want to make sure that you are supported in

entering into the use of this tool, and have had an opportunity to ask questions. I look forward to hearing back from you soon regarding thoughts on a session and possible times in the next few weeks that you may prefer.

Thank you,

Grant Hughes

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